

**North Carolina Department of Health and Human Services
Division of Public Health
2013 Equal Employment Opportunity Plan
February 8, 2013**

PLACEMENT GOALS

The North Carolina Department of Health and Human Services' (DHHS) Division of Public Health (DPH) affirms its commitment to decreasing the underutilization of protected group members and provides equal employment opportunity for all individuals in compliance with all applicable Federal and State laws, rules and regulations as outlined in Section 1 of the State Personnel Manual.

DPH continues its efforts to decrease underrepresentation as defined in the workforce analysis printouts (BO170 & B0029) by ensuring that all vacancies are publicized and the recruitment efforts encompass available job market sources.

The following categories have been selected as placement goals for 2013 based on anticipated turnover and current recruitment efforts:

- Public Health Epidemiologist I (Salary Grade 73)
- Public Health Program Consultant I (Salary Grade 70)
- Public Health Manager I (Salary Grade 76)
- Habilitation Specialist (Salary Grade 68)
- Business Services Coordinator (Banded, C-63, J-65, A-67)
- Social/Clinical Research Assistant (Banded, C-63, J-66, A-68)

DPH will make every effort to decrease underrepresentation of protected classes within all categories as vacancies occur.

ASSESSMENT OF 2012 EEO PLAN

The 2012 EEO Plan identified placement goals of reducing underrepresentation of 7 job classifications in the Professionals Standard Occupational Code (SOC). Hires, promotions, reinstatements and transfers were considered as successes for 2012 personnel actions. See Attachment 1 for a summary of 2012 personnel actions for these 7 classifications.

RECRUITMENT

With our continued compliance with the Department's Merit Based Hiring Program, we will focus appropriate effort in the area of recruitment. Recruitment is a major element in having a diverse, representative applicant pool and is crucial to overcoming underutilization. The following are actions which will be initiated or continued in 2013:

- Promote the recruitment of qualified minority applicants among hiring managers.
- Once the Department Minority Recruitment Guide is updated, distribute to DPH hiring managers and supervisors.
- Seek (from DHHS Division of Human Resources) information about effective recruitment of male applicants, as this represents a large portion of DPHs underrepresentation in certain job classifications.
- Participate in career days, job fairs, and events that will assist in recruitment when possible as funding allows, or for those that have a minimal fee.

- Continue to monitor applicant pools screening based on qualifications to assure merit-based hiring goals are being considered.
- Before posting vacancies, require that managers and human resources staff confer to determine first whether the position is an EEO goal or there is an underutilized group, particularly for grades 70 and above.
- Provide specific information on agency's EEO Plan to management staff and encourage broad sharing of the EEO Plan amongst all DPH staff.

TRAINING

It is the policy that all human resource development and training programs and opportunities shall be provided to employees on a nondiscriminatory basis. The Division of Public Health will ensure that training for employees is completed as needed, as resources allow. This training will ensure that the latest laws and policies regarding Equal Employment Opportunities and Practices are shared and are consistent with House Bill 959 that became a legal mandate for state government, effective July 1, 1991. This act requires that all supervisors employed by the State within the first year of appointment or promotion will attend the Equal Employment Opportunity Institute, where the Office of State Personnel, through its Division of Equal Opportunity, shall implement the provisions of this act.

Through the DPH employee orientation process, Human Resources staff share Unlawful Workplace Harassment policy information, and the policy is available electronically to all staff. Flyers with information on how to access EEO information and the Unlawful Workplace Harassment policy have been provided to all hiring managers for posting on bulletin boards in their work areas, and for electronic dissemination to their staff.

DPH took additional measures beginning in the summer of 2012 to ensure hiring managers and supervisors received the mandated EEO Institute training, as many eligible staff had not done so. This included identification of staff needing the training; sponsoring EEO Institute training on-site at its Six Forks Road campus specifically for DPH staff; and broadcast advertisement of these as well as other available trainings. Leadership communicated to all affected staff the importance of attending this mandated training, and further modeled the expected behavior by ensuring they attended the training if they had not already done so. Gaps in this required training, however, still exist among management staff and will require further concentrated DPH training efforts in 2013.

AREAS OF IMPROVEMENT AND OBSTACLES

1. There are not enough persons with disabilities, in most applicant pools, applying and being hired.
2. There are not enough qualified minorities (primarily male) applying for professional positions in DPH, reflecting a need for stronger recruitment efforts and higher-level compensation.
3. Ongoing communication between DHHS EEO Designee and Division EEO Designees is needed, especially regarding recruitment resources available to all Divisions (ex: how to attract more qualified disabled and male applicants).
4. The DHHS Minority Recruitment Guide is outdated and needs updating in order to assist hiring managers. The current online version of this document was published in 2003 with some additions in 2006.
5. Identifying free or low cost advertising opportunities in minority publications and online sites is needed; funding to recruit specific target classes would be helpful.

6. Attendance at career fairs at historically black colleges and universities when possible (as funding permits) would assist in recruitment efforts.
7. Advertisement of vacancies in mainstream newspapers in cities that have large minority populations (Raleigh, Greensboro, Winston-Salem, Charlotte, and Fayetteville) would assist in recruitment efforts (as funding permits).
8. Funding limitations given our current budget and the loss of state appropriations has hampered recruitment efforts.
9. DHHS' mandated 10% vacancy rates negatively impact recruitment efforts. For large divisions, this mandate requires reshuffling and reprioritization to determine which positions can be advertised. Effective February 2013, DHHS also instituted a hiring freeze on most positions. This will seriously hamper minority recruitment efforts in calendar year 2013.
10. Volume of applications received through newly-instituted NeoGov reduces turnaround times in screening and decreases or virtually negates the ability to re-advertise targeted classifications if minority applications are not received on first posting.
11. DPH continues to have gaps in completion of mandated training (EEO Institute) for its supervisors. Though strides were made in 2012, there remain a good number of supervisors who need to attend this lengthy training. Training opportunities are limited secondary to number of trainers available statewide, small class sizes, and length of the training (1 and ½ days is difficult for supervisors to commit to). Alternatives to completion (perhaps on online version) would be helpful in meeting this mandate.

DIVISION OF PUBLIC HEALTH
2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

The 2013 Equal Employment Opportunity Plan (with employment targets) has been established based on estimated vacancies due to attrition and turnover. Dr. Laura Gerald, Director, and Maribeth Wooten, EEO Designee, are committed to achieving these objectives.

In conjunction with the EEO Plan, a copy of the EEO policy will be provided to all new employees and available to existing employees. The policies will be posted on bulletin boards where employees and the public congregate, placed in the Administrative Manual, the Division of Public Health website and disseminated during new employee orientation. New managers will be trained annually during supervisory training and based on availability of EEO training course. All employees will be trained annually on any updates to the policy and to ensure awareness. Management reserves the right to implement additional or different methods of dissemination when deemed appropriate.

Managers will continue to update the policies, as needed. In addition, managers will ensure employees' questions regarding these policies are addressed by the appropriate person(s).

Maribeth Wooten

Maribeth Wooten
DPH EEO Designee
maribeth.wooten@dhhs.nc.gov
919-707-5051

2-7-13

Date



Dr. Laura Gerald
Director
laura.gerald@dhhs.nc.gov
919-707-5001

2/7/13

Date

ATTACHMENT 1
2012 DPH EEO Target Classifications Actuals (February 2013)

<u>DPH 2012 Target Classifications</u>	<u>OPG</u>	<u>WM</u>	<u>WE</u>	<u>BM</u>	<u>BF</u>	<u>OM</u>	<u>O/E</u>	<u>TOTAL</u>	<u>DISB</u>	<u>MRTY</u>	<u>FMLE</u>
PH Program Cons. II (SG 72)	3	1				1	1	3	1	2	1
ACTUALS	1	16	1	4	0	1			0	6	21
PH Program Supervisor II (SG 74)	3	1				1	1	3	1	2	1
ACTUALS	0	1	0	2	0	0			0	2	3
HS Planner/Evaluator III (SG 72)	3	1	1			1		3	1	2	0
ACTUALS	0	5	0	1	1	0			0	2	6
HS Planner/Evaluator IV (SG 74)	3	1		1		1		3	1	2	0
ACTUALS	0	2	0	0	0	0			0	0	2
Medical Laboratory Technologist II (SG 70)	3	1		1		1		3	1	2	0
ACTUALS	1	2	1	2	1	1			0	5	5
Public Health Laboratory Director (SG 85)*	3	1		1		1		3	1	2	0
ACTUALS	1	0	0	0	0	0			0	0	0
State Environmental Health Director (SG 86)*	3	1		1		1		3	1	2	0
ACTUALS	1	0	0	0	0	0			0	0	0

Actuals = hires, promotions, reinstatements, and transfers as of 12/31/12

* DPH has only 1 of each of these positions. Target was set for any male, regardless of race, so totals will be skewed

<u>DPH 2013 Target</u>	<u>OPG</u>	<u>W/M</u>	<u>W/F</u>	<u>B/M</u>	<u>B/F</u>	<u>O/W</u>	<u>TOTAL</u>	<u>DISB</u>	<u>MRTY</u>	<u>FMLE</u>
Public Health Epidemiologist I (SG 73)	2			1		1		2		2
PH Program Consultant I (SG 70)	1					1		1		1
PH Manager I (SG 76)	1					1		1		1
Habilitation Specialist (SG 68)	3	1		1		1		3		2
Business Services Coordinator (Banded - 63, 65, 67)	3	1		1		1		3		2
Social/Clinical Research Assistant (Banded - 63, 66, 68)	2					1		2		2

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

DIVISION: Public Health

SOC CATEGORY: Administrative Support

SUB CATEGORY: Administrative Support Occupations

RECRUITMENT AREA:

Population / Labor Force Compromise X

14

EEO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	28	150	9	109	2	6	304	4	127	265
UNDERUTILIZED	12/31/12	-49		-14		-12	-7		-57		

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Administrative Support

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Administrative Support Supervisors

Availability Standards: Work Force Population — Population /Labor Force Compromise _X_
(Check one) Two Factor Analysis

EO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	2	10	9	0	0	0	21	0	9	19
UNDERUTILIZED	12/31/12	-4		-2		-1	-1			-4	

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professional Specialty

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Architecture & Engineering Occupations

Availability Standards: Work Force Population — _____
(Check one)

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professional Specialty

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Art, Design, Entertainment & Media Occupations

Availability Standards: Work Force Population — (Check one)

EEO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	1	3	0	2	1	7	14	0	10	12
UNDE UTILIZED	12/31/12	-4	-2	-1		0			-3		

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Management Related Occupations

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Business Specialists, including Purchasing

Availability Standards: Work Force Population — Population /Labor Force Compromise — X
(Check one) Two Factor Analysis

EO INFORMATION		V/M	W/F	B/M	B/F	O/M	OF	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	11	44	3	19	1	3	81	2	26	66
UNDERUTILIZED	12/31/12	-21		-2		-2			-14		

EMPLOYMENT OBJECTIVES

2013 Target Classifications	OPG	W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
Business Services Coordinator	1	1	1	1		3				2	
TOTAL for 2013	1	1	1	1		3				2	

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professional Specialty

RECRUITMENT AREA: _____

DIVISION: Public Health

SUB CATEGORY: Community, Social Service & Religious Occupations

RECRUITMENT AREA: _____ Availability Standards: Work Force Population _____ Population /Labor Force Compromise **X** _____
 (Check one) Two Factor Analysis _____

EEO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	30	154	27	71	3	8	293	2	109	233
UNDERUTILIZED	12/31/12	-66				-12	-4		-57		

EMPLOYMENT OBJECTIVES

2013 Target Classifications	OPG	W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
Public Health Program Consultant I						1		1		1	
Public Health Program Manager I						1		1		1	
Habilitation Specialist	1	1	1	1	1	3		3	2		
TOTAL for 2013	1	1	1	1	1	3	3	5	4	4	4

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

DIVISION: Public Health

SOC CATEGORY: Professional Specialty

SUB CATEGORY: Computer & Mathematical Occupation

RECRUITMENT AREA:

Population /Labor Force Standards: Work Force Population

Availability Standards: Work Force Population
Population /Labor Force Compromise

EO INFORMATION		V/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	21	9	12	8	7	3	60	1	30	20
UNDERUTILIZED	12/31/12	-6	-8						-11		-4

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

DIVISION: Public Health

SOC CATEGORY: Skilled Crafts

SUB CATEGORY: Construction & Extraction Occupations

RECRUITMENT AREA:

Availability Standards: Work Force Population — Population /Labor Force Compromise_X
(Check one) Two Factor Analysis

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professional Specialty

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Education, Training & Library Occupations

EEO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	ETHN/ UNK	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	17	258	3	83	0	22	1	384	2	108	363
UNDERUTILIZED	12/31/12	-81		-20		-18					-78	

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Management Related Occupations

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Finance Specialists

Availability Standards: Work Force Population
Population / Labor Force Compromise X

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Service

DIVISION: Public Health

SUB CATEGORY: Healthcare

RECRUITMENT AREA:

Availability Standards: Work Force Population — _____
(Check one)
Population / Labor Force Compromise _____
Two Factor Analysis

Ability Standards: Work Force Performance

EEO INFORMATION		V/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	0	1	1	5	0	0	7	0	6	6
UNDERUTILIZED	12/31/12	-1	-2						-1		

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professional Specialty

RECRUITMENT AREA: _____

DIVISION: Public Health

SUB CATEGORY: Healthcare Practitioners

Availability Standards: Work Force Population — P
(Check one)

Availability Standards: Work Force Population — Population /Labor Force Compromise _X_
(Check one) Two Factor Analysis

EEO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	ETHN/ UNK	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	18	120	0	15	2	3	1	158	1	20	138
UNDE UTILIZED	12/31/12	-46		-9		-7	-4			-31	-17	

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Technicians & Technologists

RECRUITMENT AREA:

SUB CATEGORY: Health Technologist

DIVISION: Public Health

Availability Standards: Work Force Population —
(Check one) _____

Population /Labor Force Compromise —
Two Factor Analysis —
X _____

EO INFORMATION		V/M	W/F	B/M	BF	O/M	OF	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	7	66	3	21	1	8	106	1	33	106
UNDERUTILIZED	12/31/12	-19		-4		-3			-20		

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Skilled Crafts

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Installation, Maintenance & Repair Occupations

Availability Standards: Work Force Population — Population /Labor Force Compromise _X_
(Check one) Two Factor Analysis

EO INFORMATION		V/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	3	0	0	0	0	0	3	0	0	0
UNDERUTILIZED	12/31/12	-1							-1	-1	-1

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professionals

RECRUITMENT AREA:

DIVISION: Public Health

SUBCATEGORY: Legal Oscillations

Availability Standards: Work Force Population — Population /Labor Force Compromise X
(Check one) Two Factor Analysis

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professional Specialty

RECRUITMENT AREA: _____

DIVISION: Public Health

SUB CATEGORY: Life, Physical & Social Science Occupations

RECRUITMENT AREA: _____ Availability Standards: Work Force Population — Population /Labor Force Compromise X
 (Check one) Two Factor Analysis _____

EEO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED 12/31/12		63	120	6	35	13	11	248	3	65	166
UNDERUTILIZED 12/31/12		-37		-8		-5	-3		-47		

EMPLOYMENT OBJECTIVES

2013 Target Classifications	OPG	W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
Public Health Epidemiologist I				1		1		2		2	
Social/Clinical Research Assistant				1		1		2		2	
TOTAL for 2013		2		2		4			4		

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Technicians & Technologists

DIVISION: Public Health

SUB CATEGORY: Life, Physical & Social Science Tech

RECRUITMENT AREA: _____ Availability Standards: Work Force Population _____
(Check one) Population /Labor Force Compromise _____
Two Factor Analysis _____

EO INFORMATION		V/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	0	5	4	3	0	0	12	0	7	12
UNDEUTILIZED	12/31/12	-5					-1			-2	

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS**2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN**

AGENCY: Health & Human Services

DIVISION: Public Health

SOC CATEGORY: Officials & Administrators

SUB CATEGORY:

RECRUITMENT AREA: _____ Availability Standards: Work Force Population _____ Population /Labor Force Compromise _X_ _____
(Check one)
Two Factor Analysis

EEO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	ETHN/ UNK	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	20	23	1	5	0	2	1	52	2	8	30
UNDERUTILIZED	12/31/12	-3		-3		-2	-1			-9	-4	

EMPLOYMENT OBJECTIVES

2013 Target Classifications	OPG	W/M	W/F	B/M	B/F	O/M	O/F	ETHN/ UNK	TOTAL	DISB	MRTY	FMLE
TOTAL for 2013												

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Skilled Crafts

RECRUITMENT AREA:

Availability Standards: Work Force Population —
(Check one) _____

DIVISION: Public Health

SUB CATEGORY: Production Occupations

EO INFORMATION		V/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	7	0	0	0	0	0	7	0	0	0
UNDERUTILIZED	12/31/12	-2	-1	-1					-1	-3	-3

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.

JOB OPENING ESTIMATES FOR OCCUPATIONS IN WHICH UNDERUTILIZATION OCCURS

2013 EQUAL EMPLOYMENT OPPORTUNITY PLAN

AGENCY: Health & Human Services

SOC CATEGORY: Professional Specialty

RECRUITMENT AREA:

DIVISION: Public Health

SUB CATEGORY: Registered Nurses

Availability Standards: Work Force Population

Availability Standards: Work Force Population —
(Check one) _____

EO INFORMATION		W/M	W/F	B/M	B/F	O/M	O/F	TOTAL	DISB	MRTY	FMLE
EMPLOYED	12/31/12	1	55	0	5	0	1	62	0	6	61
UNDERUTILIZED	12/31/12	-11	-3			-2	-2		-13	-9	

EMPLOYMENT OBJECTIVES

*Employment objectives are to represent a net increase in employment which does not include placements of underutilized groups that maintain their current representation levels.